

La'Keisha Ealy  
11024 Major Oak Drive  
Baton Rouge, La 70815

April 8, 2021

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Board of Ethics Committee  
617 North Third Street  
LaSalle Building, Suite 10-36  
Baton Rouge, LA 70802

Re: Request for Advisory Opinion/Approval Notice

Dear Madam/Sir Board of Ethics Committee,

I, La'Keisha Ealy requests a letter of approval to move forward with opening a Driver's Education School in East Baton Rouge Parish to submit to the Department of Public Safety.

I submitted the initial application for approval to the Department of Public Safety and was halted as there may or may not be an ethical conflict. I have been an employee of Department of Children And Family Services for close to 5 years as an Analyst in the Arrears Collections Unit. In my job description working out of State office, I handle cases where the minor children have emancipated (no monthly obligation accruing) and my primary duties are to locate non-custodial parents and transfer the case to an Enforcement worker. Although, there are occasions when a client will visit the office for assistance and when instructed by management to see a client, I do so at that time. Prior to COV-ID, in 2019 I saw approximately three noncustodial parents for the year.

I have considered the hours and the time it will take to start this venture, as it will not interfere with my current job position as an Analyst III. I have no plans of solely operating this business on my own, over time I wish to hire other to assist. I have read policy as well completed ethics training, I am fully aware of the consequences if any ethics codes are violated. Please consider my request for approval.

Should you need further clarification, please do not hesitate to contact me at 225-771-9353 or email [ealy.lakeisha@gmail.com](mailto:ealy.lakeisha@gmail.com) . Thank you in advance for considering my request for approval.

Thank you,

La'Keisha Ealy

Enclosure:

Email Correspondence from DPS

Job description

Driving School Application Process Checklist

ETHICS BOARD REC'D  
APR 12 '21 PM2:05

**Social Service Analyst III/ Locate worker  
Arrears Collections Unit**

**Job Description**

- Interprets and applies complex federal, state and local laws and regulations, program directives, and agency policies and procedures.
- Serves as case manager for assigned caseload by recording findings, recommendations and services provided; completes case record forms and any necessary correspondence in connection with assigned cases.
- Explains program to applicants and discusses its rules and procedures, assesses clients' willingness and ability to comply with program mandates, identifies barriers to participation, and selects resources to eliminate barriers.
- Monitors program participation to determine compliance and takes appropriate action to ensure that participants fulfill program obligations.
- Performs investigative and enforcement function of child support cases in the areas of absent parent location, and collection of payments
- Assesses financial resources to determine an absent parent's ability to provide support.
- Monitors all support payment activity on assigned cases and follows up on delinquent payments.

**According to DPS**

- Attached New Driving School Application Process Checklist  
Phase One completed, awaiting Ethics' Committee Approval before completing Phase Two

Begin forwarded message:

**From:** Ladrivingschools@dps.la.gov  
**Date:** March 31, 2021 at 12:53:06 PM CDT  
**To:** ealy.lakeisha@gmail.com  
**Subject:** New School Application

Good Afternoon,

Our office has received your new school application.

The following items are needed to continue with the application process:

Results of the background check from LSP,

Proof of Higher Education - Diploma/Degree/GED,

However, your application states that you are currently employed with the State of Louisiana.

Please contact the Louisiana Board of Ethics at Ethics.la.gov or 225-219-5600/1-800-842-6630.

You must submit all of the particulars of your case to the Board for an opinion to be issued to determine if you are qualified to be the owner of a driving school.

The opinion will need to be submitted to our office to add to your application file for review.

The opinion and proof of higher education may be emailed to our office in reference to your new school application.

Please email our office for any questions.

Thank You,

Jason Hinkle  
Training & Certification Unit  
225-925-1795

Begin forwarded message:

**From:** L Street <ealylakeisha@gmail.com>  
**Date:** March 31, 2021 at 2:27:44 PM CDT  
**To:** Ladrivingschools@dps.la.gov  
**Subject: Re: New School Application**

Good afternoon,

I just spoke with Attorney Reed in the Ethics Department regarding the matter. The matter will need to go before the board and the outcome of the results will be rendered in May/June because the next board meeting will be in May.

Question:

Will the Approval of the application remain open until then?  
Should I wait until that time to remit my Degree?

Thanks in advance for your assistance,

Lakeisha Ealy

On Mar 31, 2021, at 12:53 PM, Ladrivingschools@dps.la.gov wrote:

# ***Louisiana Department of Public Safety and Corrections***

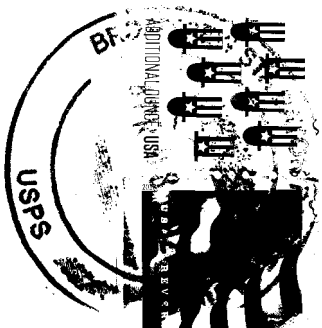
## Office of Motor Vehicles Training & Certification Unit

### **New Driving School Application Process Checklist**

Submit	Applications and Documents Required
	<b>Read and understand The LA Administrative Code, Title 55, Part III, Driver Education</b>
	<u>Prior</u> to purchasing cars, insurance, bond, leasing a location or building, etc., Phase One and Phase Two of the application process <b>must be completed and approved</b> .
	<b>Phase One – Owner Approval (submit before any other documents)</b>
✓	A completed and notarized <b>Initial Application for Driving School Owner Approval (DPSMV2400)</b>
✓	A \$50.00 Non-Refundable Application fee in the form of a certified check or money order made payable to the Department of Public Safety;
✓	A copy of the owner's diploma (high school or college), school transcripts, or GED;
✓	For each owner, completed <b>Authorization and Disclosure</b> background check forms, 2 fingerprint cards and a \$39.25 money order made payable to the Department of Public Safety. Multiple background check fees may be included on the same money order or certified check;
	<b>Phase Two – Curriculum/Lesson Plan Approval and course requirements (submit only after the owner is approved and before any other documents) – Title 55 Section §154</b>
	First Document to submit: A copy of the school's Classroom Curriculum and daily Lesson Plan based on Title 55's Core Curriculum. Include a detailed breakdown of Lesson Plan should include each day's topics/chapters as listed in Title 55. Include any additional lesson topics and any videos or DVDs to be utilized in the course with the length of each DVD or video. A PowerPoint Presentation is one example of how the Lesson Plan can be submitted :
	Submit with Lesson Plan: Class schedules of the times for the beginning and ending of each day, including the break times and lunch time (lunch time is not included as a part of the 30 hours of class time);
	A copy of the detailed Behind-The-Wheel Curriculum and Lesson Plan for the 8 hours of driving instruction;
	A copy of any daily quizzes and verbal quizzes to be given with the answer keys;
	A copy of the <b>Course Specifications/School Policies</b> . This is the information the school gives to parents and students at the beginning of the course;
	A copy of the information furnished for the parental orientation & responsibility segment with the parents of minor students. A copy of any contract signed by parent/student and school. This is completed prior to the beginning of the 38 hour course;
	A copy of the written document to the prospective student detailing the course to be provided and the fee charged for each service. This document may be signed by the parent (if the student is a minor) or a student (if over the age of eighteen) and the school owner;
	<b>Phase Three &amp; Four – Remaining documents and fees to submit are:</b>
	A completed and notarized <b>Driving School Initial Application</b> . <b>School name shall be approved prior to submitting DS Initial Application;</b>
	If the school is registered with the LA Secretary of State as an LLC, Inc. etc., Proof of incorporation should be presented with the Driving School Initial Application;
	A \$150.00 or \$100.00 Non-Refundable Application fee in the form of a certified check or money order made payable to the Department of Public Safety. (*TCU will indicate which fee is applicable.);

	Occupational or Occupancy License – with the physical address of the driving school;
	Surety Bond - \$20,000.00 – The Department (OMV) must receive the Original Bond and Power of Attorney documents;
	Local Fire Department Inspection to review schools building for classroom sizes & number of students/instructors allowed in each classroom or a State Fire Marshal Plan Review document. The Fire Marshal Office must inspect the school and classrooms when the building/offices/rooms will be changed from one type of use to another. A Plan Review is required for all buildings to be constructed, renovated, repaired or the occupancy changed. A change of occupancy is determined by the classifications of the Life Safety Code; NFPA 101 <a href="http://sfm.dps.louisiana.gov/pr_info.htm">http://sfm.dps.louisiana.gov/pr_info.htm</a> ;
	A copy of the complaint or has a grievance sign to be posted in the classroom ;
	Provide a description (VIN, make, model, and year) of each school vehicle to be utilized for the 8-hour Behind-The-Wheel driving instruction and/or Road Skills Tests. For each vehicle utilized, proof of dual brake, instructor's interior rearview mirror, eye check mirror and signs displaying the school's information must be submitted. A check list can be provided at the appropriate time;
	<b>A Certificate of Auto Liability Insurance</b> shall be in the name of the company (school's name); this certificate is from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The certificate shall include the effective dates and limits of liability, which shall be a minimum of \$500,000.00 (five hundred thousand) in auto liability. <b>The certificate must list the Office of Motor Vehicles, Attn: Training &amp; Certification Unit, P O Box 64886, Baton Rouge, LA 70896-4886 as a Certificate Holder or Additional Insured;</b>
	<b>A Certificate of General Liability Insurance</b> shall be in the name of the company (school's name); (Commercial General Liability Insurance (CGL) protects businesses against property damage or bodily injury claims). The general liability shall include the effective dates and limits of liability, which shall be a minimum of \$1,000,000.00 (one million) for each occurrence. <b>The certificate must list the Office of Motor Vehicles, Attn: Training &amp; Certification Unit, P O Box 64886, Baton Rouge, LA 70896 as a Certificate Holder or Additional Insured;</b>
	A 4-column Route Sheet and a map of the route for the Third Party Road Skills Test.
	<b>Instructor/Examiner Application</b>
	For each instructor, a completed and notarized <b>Initial Application for Driving School Instructor/Examiner (DPSMV2401)</b> . Check off all services to be performed by instructor. (The Examiner is the instructor who administers the Road Skills Test.);
	For each additional instructor, completed <b>Authorization</b> and <b>Disclosure</b> background check forms, 2 fingerprint cards and a \$39.25 money order or certified check made payable to the Department of Public Service (DPS). Multiple background check fees may be combined;
	A \$20.00 or \$10.00* money order or certified check or money order made payable to the Department of Public Safety for each Instructor. (*TCU will indicate which fee is applicable.);
	A \$50.00 or \$25.00* money order or certified check made payable to the Department of Public Safety for each Third Party Examiner. (*TCU will indicate which fee is applicable.);
	A copy of each instructor's diploma (high school or college), school transcripts, or GED;
	Instructors must possess a valid Louisiana driver's license. The license must be a Class D Chauffeur's license or higher to conduct Behind-The-Wheel driving instruction and/or Road Skills Tests;
	A copy of a valid teaching certificate with driving education certification or a Certificate of Successful Completion from a 38 hour licensed driving school;
	Examiners must attend a training session on Third Party Road Skills Testing and pass the Examiner test. At the time of testing, a completed <b>TPE or Instructor Application (DPSMV2403)</b> must be furnished;

La'Keisha Early  
11024 Maple Oak Dr.  
Baton Rouge, La 70815



Louisiana Board of Ethics  
P.O. Box 4368  
Baton Rouge, La 70821

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